

Seeking a part time employee 20hrs per week to work strictly on data entry with National Crime Information Center and assist with incoming phone calls as necessary.

ESSENTIAL FUNCTIONS:

Operate computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, computer aided dispatch and other software programs; performs basic maintenance of computer systems, communications equipment and general office equipment; inspects equipment for proper operations, monitors equipment alarms to identify problems.

Operates National Crime Information Center (NCIC) to retrieve/update criminal information and motor vehicle/license records; enters, removes, confirms, and/or updates various data; run inquiries on data such as vehicle registrations, driver's license records, criminal histories, warrants, stolen property, or missing/wanted persons; sends BOLOs and other messages; maintains records of NCIC validations; ensures integrity/security of data and adherence to NCIC requirement.

Ability to function across agency organizational boundaries (ie: records, criminal and civil warrants, administration, jail, detectives, etc.) in order to coordinate the agency's NCIC activities.

Ability to file alphabetically, chronological order and numerically.

Type efficiently with the ability to correlate information and multi-task.

Maintains logs, computer records, and hard copy records of work activities; shreds/destroys sensitive documents as directed.

Exchange pertinent information with department personnel, other departments and outside agencies; distributes incoming information/documentation to appropriate personnel; monitors incoming faxes and teletypes.

Monitors inventory of department forms and supplies; ensures availability of adequate materials to conduct work activities; initiates requests for repair/new/replacement items as needed.

Communicates with co-workers, supervisors, other departments, federal/state/local public safety agencies, court officials, and outside agencies or other individuals as needed to coordinate work activities.

Maintain confidentiality of departmental documentation and issues.

Maintains current knowledge of applicable laws, regulations, policies and procedures; maintains an awareness of new procedures, trends and advances in the profession; maintains professional affiliations, attends workshops and training sessions as appropriate.

Ability to communicate technical and other data.

Must be available to travel for training certifications; attend 2 day training with the state; complete additional certifications as needed.

Follow required computer and information security requirements and apply policies as needed if applicable.

Must be able to adjust shifts as needed.

ADDITIONAL FUNCTIONS:

May assist in training new employees.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs basic cleaning/housekeeping tasks associated with maintaining office and work areas.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

High school diploma or GED; personal computer operations; and any education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Operation of national/state criminal information systems requires possession and maintenance of valid N.C.I.C., T.C.I.C., T.I.E.S., and/or N.L.E.T.S. Terminal Operator certification.

PERFORMANCE APTITUDES :

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and effectively in stressful situations. Some tasks require the ability to hear sounds effectively.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.